

ABERFORD & DISTRICT PARISH COUNCIL

DRAFT Minutes of the Parish Council meeting held on Tuesday 17th January 2017 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30 pm

Present: Cllr Paul Hancock
Cllr Andrew Hogg
Cllr Dave McCready
Cllr Mike Oakes

Cllr Daniel Overend
Cllr Marolyn Piper
Cllr Ruth Reed (Vice Chair)

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO), PCSO G Duffy, and seven members of the public.

17.001 To receive apologies and approve reasons for absence.

Apologies were received from Cllr Howson (Chairman), Cllr Dunwell, and Ward Cllr Stephenson.

17.002 To receive any disclosures of interest from Cllrs on matters to be considered at the meeting.

None.

17.003 Minutes of the meeting held on 13th December 2016

RESOLVED: To approve the minutes of the Parish Council meeting held on 13th December 2016 (previously circulated) and to sign them as a correct record. **ACTION:** Cllr Reed (Vice Chair).

17.004 Report from West Yorkshire Police

- a. PCSO Gaynor Duffey reported one crime; suspects/unknown cause damage to a vehicle by bending the sliding door at the side of the vehicle. No items were taken as all tools had been removed by the owner. The following issues were also discussed:
 - Speeding issues are being monitored.
 - Distraction type burglaries – there have been a few incidents of this in surrounding villages of elderly people being targeted during the daytime by bogus callers. The police urge people to ask to see official ID from anyone who attends their address and is not a regular visitor.
 - Landrover thefts are becoming more common in and around the Leeds area. Criminals are stealing these vehicles for parts as Landrover Defenders are no longer being manufactured.
 - Fly tipping is an ongoing issue. If anyone sees any dumped items, please call Leeds City Council Environmental Agency and ask for it to be removed.

- b. CCTV

The Clerk has been in touch with Mr Martin Clark of LeedsWatch at LCC to establish the procedure for installing the CCTV cameras. Mr Clark has suggested meeting with a few of the councillors to discuss it and decide how best to proceed, ensuring all legalities are adhered to. Cllrs Hogg, Piper and Overend volunteered to meet with Mr Clark. The Clerk will arrange for the meeting to take place before the February 2017 PC meeting if possible.

17.005 Public participation

Members **noted** comments and queries in relation to:

- Parlington – a lengthy discussion took place, with the following points being raised by Adrienne Sykes of the Save Parlington group:
 - A meeting took place with Ward Cllrs Ryan Stephenson and Matthew Robinson, during which the group asked for another drop-in session to be held by LCC regarding guidance on comments.
 - Representatives of the group attended the DPP meeting. It was reported that Cllr John Proctor (Outer North East) was unable to attend, and that the new plan will be presented to the executive board. No members of the public were allowed to speak at this meeting.

- The group has several meetings scheduled with both local and non-local councillors across parties to enquire as to what the exceptional circumstances that would possibly allow the greenbelt land around Parlington to be built on are.
- The next Save Parlington group meeting is scheduled for Thursday 26th January.
- One resident queried the minutes from the Dec 2016 PC meeting with regards to the Christmas tree - the Clerk recalled the discussion that took place in December which councillors confirmed to be a true recollection, and following this the resident was satisfied that the minutes are a true record of the discussion.
- One resident present (Mr David Gluck) is interested in joining the PC. The Clerk confirmed the procedure for this and will issue the policy to all interested parties.

17.006 Neighbourhood Development Plan (NDP)

- a. Update on the NDP: The last meeting took place on 05.01.17. A lengthy discussion took place with the following points being discussed:
 - Members **noted** some minor changes have been made to draft 6 of the plan regarding the community actions to ensure they are still relevant.
 - It was also **noted** that Mike Dando (Planning Consultant) issued draft 5 of the plan to Ian Mackay at LCC as agreed at the Dec PC meeting.
- b. To note the minutes of the latest NDP Management Group (NDPMG) meeting – **Noted**.
- c. The following actions were decided upon:
 - i. The Informal Sites Consultation, and drop-in session to be held on 05.02.17, were discussed and Cllr Oakes commented that the group has been working on the preparation for this and looking at what information is required. The amount to hire the village hall was reported and agreed as £50.00 in the Dec meeting, however the Clerk has been informed by Mr David Gluck that the actual hire fee is £75.00. Members considered this and all **AGREED** the fee is acceptable and that the cheque can be raised this evening for £75.00.
 - ii. All Cllrs have received draft 6 of the plan for their review, however this version will not be sent to LCC.
 - iii. Funding was discussed and Cllr Oakes commented there may be some unforeseen additional costs that arise before the end of this financial year (31.03.17). All Cllrs **AGREED** that the £400 set aside for the Parlington external consultants search that has been put on hold can be used towards these additional costs if needed.
- d. To note the next NDPMG meeting date. **NOTED** - the next meeting of the NDPMG is 02.02.17.

17.007 Grants & Funding

Members discussed the possibility of applying for further funding, possibly from Locality, for additional works required on the NDP following the proposed site at Parlington. All Cllrs **AGREED** this is something the PC should pursue, with Cllr Oakes being appointed to quantify what funds might be required and begin the application process in due course.

17.008 Environment and Maintenance

- **Dog fouling:**
The Clerk has been informed by LCC that they do not issue the “Keep Britain Tidy” stickers at present. The Clerk presented some examples of stickers that the PC could buy. All Cllrs **AGREED** the Clerk should order x20 of the stickers with the dog on from eBay at £0.99 each. **ACTION:** The Clerk will order the stickers.
- **Beckside:**
 - i. No update has been received on the status of the bin from LCC. Cllr Piper offered to chase this up. Ongoing.
 - ii. The Chairman and Cllr Hancock met with Streetscape recently who will forward a quote for repainting the play equipment. The Clerk is contacting another company to arrange a meeting so a second quote can be obtained. Ongoing.

- iii. Members discussed the state of the low level barrier by the gateway to the field. All said it needs to be replaced and since the cost is anticipated to be relatively low (around £100), all Cllrs **AGREED** Cllr Hogg can proceed with having the work carried out if he can obtain a reasonable quote for the job. **ACTION:** Cllr Hogg will arrange for the barrier to be replaced.
- **Fly Tipping:**
It was **noted** that the large items on Kingfisher Lane have been removed but there is still some rubbish there. Cllr Hogg reported some graffiti which was promptly removed a few days later. The asbestos and other items have not yet been removed from Jubilee Field. Ongoing.

17.009 Budget & Precept

- a. The finance sub group agreed to have a third budget meeting before the Feb PC meeting (date TBC). **ACTION:** The Clerk will organise the meeting.
- b. A discussion took place regarding the precept for 2017/18 and the cost of elections to be held in May 2019. Members discussed whether they should reconsider the precept for 2017/18, and all **AGREED** this should be looked at for the 2018/19 budget when they will be in a better position to make an informed decision. The precept for 2017/18 will therefore remain at £15,750 as agreed at the December PC meeting.
- c. **ACTION:** It was **AGREED** the Clerk will submit the precept return form to LCC on behalf of the PC.

17.0010 Highways and Public Safety

- a. It was **noted** a public consultation period ran from 12.12.16 to 12.01.17 with regards to proposed speed limit changes in Aberford. The Clerk reported that LCC are now looking to issue the work and seal the order and that no objections had been received by LCC during the consultation period. **RESOLVED.**
- b. Cllr Hancock is awaiting a response from Ward Cllr Robinson regarding widening the footpath to Lotherton Hall. Ongoing.

17.0011 HS2

- a. Cllr Oakes has reviewed the Route Refinement information received and reported that none of the changes fall within the ADPC boundaries. The consultation currently underway is in two parts; one regarding the changes to the route, and one regarding a discretionary payment scheme for houses near the route. This may affect some households within the Parish and whilst it is for them to make their own comments during the consultation, all members **AGREED** that information about the two consultations should be put in the newsletter and on the ADPC website.
- b. Since none of the changes to the route are within the ADPC boundaries, all members **AGREED** the PC does not need to submit any comments during the consultation period. **RESOLVED.**

17.0012 Community matters

- **Hanging baskets:**
The Clerk showed the members a photograph of the name plaques in Scholes as they are similar to those that LCC can provide. All members approved of the name plaque and it was **AGREED** by all members that the PC should proceed with purchasing one plaque per lamppost at a cost of £25.20 each (NB – the price of £21.00 on the agenda was the net price, but due to the VAT situation as discussed in the Dec PC meeting, no VAT relating to hanging baskets will be reclaimed going forwards). New name stickers will need to be purchased also. Cllr Hogg will confirm the number of lampposts (believed to be 33) and inform the Clerk. **ACTION:** The Clerk will order the name plaques from LCC.
- **Bus stops:**
Cllr Piper would like to meet with Metro to discuss the bus stop on Cattle Lane by the entrance to Parlington Villas and see whether a shelter and seat can be installed since a

lot of elderly people use this bus stop. **ACTION:** The Clerk will contact Metro to arrange a meeting.

- **“Battle’s Over – 100 Years of Remembrance” Tribute:**
Members briefly discussed this and will discuss further at the Feb PC meeting. **ACTION:** Cllr Overend will look into the matter for discussion in February.

17.0013 Review of Working Advisory Groups

All groups were reviewed and all changes were **AGREED** by all Cllrs. **ACTION:** The Clerk will update the list for it to be signed off at the next PC meeting.

17.0014 Planning Matters

a. Members considered the following planning applications:

Planning/ Appeal ref	Address	Details
16/07631/FU/NE	Gardeners Cottage Lotherton Lane Aberford	Two storey rear; two storey side extensions with porch to front WITHDRAWN – SUPERCEDED BY 17/00138/DHH
17/00138/DHH	Gardeners Cottage Lotherton Lane Aberford	8m single storey rear extension. 4m to ridge height and 2.4m to eaves No adverse comments made.
16/07670/LA/NE	Lotherton Hall Lotherton Lane Aberford	Retail building and storage shed to Lotherton Hall Bird Garden No adverse comments made.

- Members **noted** the following updates:

Planning/ Appeal ref	Address	Details
16/07540/TR	Parlington Drive Aberford	Application to carry out silvicultural thinning. species for remove include squirrel damaged sycamore, some Corsican pine and the reshaping of natural regeneration Beech DECIDED 16.12.16 (No objections)

- To consider and to note planning enforcement matters (if any).
None.

17.0015 Finance

- To note the balances in the Parish Council’s accounts – **noted as per attached bank reconciliation.**
- To approve the bank reconciliation – **RESOLVED** (attached).

- c. Members considered the accounts for payment.
- **RESOLVED** to approve the accounts for payment totalling £1,641.06.
 - This figure includes an additional £25.00 for the hire of the village hall for the NDP event (see point 17.006.c.i above). Total value of the cheque is therefore £75.00.
 - It also includes £240.00 payable to PKF Littlejohn LLP for the 31.03.16 year end audit. The invoice for this was originally issued in Oct 2016 but had the incorrect address on it. The Clerk raised this at the time but only received the updated invoice w/e 13.01.17. All members **AGREED** a cheque can be raised at this meeting given how old the invoice is.

17.0016 Matters for Information

- Cllr Piper mentioned delivery of the newsletter; all cllrs present confirmed they will be able to help with this.
- Cllr Hogg has spoken to Andrew Fox regarding the grass cutting. As his rates will remain the same for the next financial year, all members are happy for him to continue providing this service for the PC.

17.0017 Future agenda items

- a. Outer North East Town and Parish Council Forum – the next meeting is on 26.01.17 at 7.30pm, venue to be in the Alwoodley Ward.
- b. Parlington Village / SAP.
- c. To discuss the path near the school and consider who is responsible for maintaining it.
- d. To consider Co-Opting Ms Karen Baxter.
- e. Close of meeting - The Chairman closed the meeting at 8.40pm.

Minute 17.0015b – Bank Reconciliation:

Bank Reconciliation
Aberford and District Parish Council
For the period 1 December 2016 - 31 December 2016

Prepared by Natalie Goonesinghe, Clerk to the Parish Council
Approved by the Parish Council

Date: 31-Dec-16
Date: 11-Jan-17

Balance per bank statements as at 31 December 2016	£	£
Current Account	3,397.48	
Revenue Reserve	14,307.03	
Capital Reserve	11,520.78	
Asset Renewals Fund	13,227.82	
		<hr/>
		42,453.11
Less uncleared cheques at 31 December 2016:		<hr/>
		0.00
Net bank balances as at 31 December 2016		42,453.11

The net balances reconcile to the Cash Book (receipts and payments account) for the period as follows:

CASH BOOK

Opening balance as at 1 December 2016	46,319.49
Add receipts 1 December 2016 to 31 December 2016:	5.32
Less payments for 1 December 2016 to 31 December 2016	-3,871.70
Closing balance per cash book as at 31 December 2016	42,453.11

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:

Chq no.	Details			
100751	St Ricarius Church - room hire 17.01.17	20.00	-	20.00
100752	N Goonesinghe - salary January 2017	310.65	-	310.65
100753	N Goonesinghe - expenses to 11.01.17	13.60	-	13.60
100754	M Dando - NDP consultancy to 14.12.16	731.81	-	731.81
100755	M Dando - Parlinton consultancy to 14.12.16	250.00	-	250.00
100756	Aberford Village Hall - NDP hire 05.02.17	75.00	-	75.00
100757	PKF Littlejohn LLP	200.00	40.00	240.00
Total payments 14.12.16 - 17.01.17		1,601.06	40.00	<u>1,641.06</u>